

Public Works Contracting & Purchasing Information for Zones of Benefit

LESS THAN \$75,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Quote / Proposal	- Completed County Form (maintenance work only) - Quote (Proposal) from Contractor chosen by Zone that includes the following information: - Date, contractor name, address, phone number, license number - Zone name & limits of work - Items of work, quantity of each item, unit price, total - Any additional costs - Number of working days & projected start date - Any required permits / owner notifications	- Public Works contracts less than \$75,000 do not require a competitive bid process (PCC 22032) - Payment and Performance bonds required if >\$24,999 - You are encouraged to obtain multiple quotes, but only 1 quote is required to process the Contract.
BETWEEN \$75,001 - \$220,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Informal	- Completed County Form (maintenance work only) - Scope of work - Number of working days & projected start date - Detailed limits of work to be done, sketch of work to be done - Cost estimate (prepared by zone) - Any required permits / owner notifications	- County will put together a contract package for bidding (Zones will be billed for this time). - County can put together a CAD design plan set (Zones will be billed for this time) or Zones can put one together
GREATER THAN \$220,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Formal	- Completed County Form (maintenance work only) - Scope of work - Number of working days & projected start date - Detailed limits of work to be done, sketch of work to be done - Cost estimate (prepared by zone) - Any required permits / owner notifications	- County will put together a contract package for bidding (Zones will be billed for this time). - County can put together a plan set (Zones will be billed for this time) - A Newspaper advertisement is required (estimated cost \$2,000)
PURCHASE OF MATERIALS		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Quote	- Quote from vendor that includes the following information: - Date, vendor name, address, phone number - Material name, description, quantity, unit price, total cost estimate	Purchases less than \$5,000 do not require a competitive process (multiple quotes) (EDC Ord. Code 3.12.130)